

Indication of Grading of Offences & Process Table

A student may enter the process at any stage, depending on the seriousness of the incident. The grading of offences is interchangeable between stages, depending on the severity of the offence and the circumstances surrounding the incident. This is a progressive process, which means that **each time** an offence is committed, the student may move on to the next stage. The police may be called when the law is broken.

Stage	Stage 1 - Misconduct	Stage 2 - Serious Misconduct	Stage 3 - Gross Misconduct
Responsibility	Personal Tutor / Programme Manager	Head of Learning and Standards	Director of Faculty / Duty Principal
Examples of behaviours	<ul style="list-style-type: none"> • Failure to respond positively to previous causes for concern, informal warnings or advice. • General rowdiness and thoughtless behaviour or inappropriate behaviours or actions that do not cause a danger, threat or offence to others • Failure to complete or hand in work on time • Poor attendance and/or punctuality • Use of mobile phones or personal stereos in teaching areas • Misuse of College property • Spitting, littering, smoking in prohibited areas or other anti-social behaviour • Foul or abusive language or behaviour (non-discriminatory) • Failure to produce student ID card • Breach of college parking regulations 	<ul style="list-style-type: none"> • Repeated misconduct • Inappropriate behaviours or actions that cause a danger, threat or offence to others • Failure to complete course work or major assignments within agreed deadlines • Failure to disclose their identity when reasonably requested for it or giving incorrect information • Minor breaches of Health and Safety Regulations • Minor damage to college property or equipment • Misuse of internet or other college systems 	<ul style="list-style-type: none"> • Previous serious misconduct • The copying of other student's work for assessment • Serious breaches of Health and Safety regulations • Physical abuse or threat of physical abuse • Rape or serious sexual assault • Riot or public order offences • Terrorism • Deliberate criminal damage • Arson • Harassment or discriminatory behaviour • Bullying or victimisation of others (including by text, e-mail, social networking sites etc.). • Carrying or possession of weapons • Driving without due care and attention on College premises • Criminal activity - in or out of college - including theft, violence and possession of, or under the influence of, illegal drugs (including Psychoactive Substances) & possession of drugs paraphernalia • Unable to take part in lessons or activities due to consumption of alcohol or other substances • Serious misuse of internet or other college systems

Appendix 2

Possible Outcome	<ul style="list-style-type: none"> • Verbal / Informal Warning • First Written Warning (Retained 6 months on student's file) 	<ul style="list-style-type: none"> • First Written Warning (6 months – personal file) • Final Written Warning (2 years – personal file and central records) 	<ul style="list-style-type: none"> • First Written Warning (Retained 6 months – personal file) • Final Written Warning and temporary exclusion (Retained 2 years– personal file and central records) • Permanent Exclusion (Retained 5 years - personal file and central records)
Minimum notice of meeting required	N/A	3 days in writing	5 days in writing
Parental / Other involvement	Stage 1	Stage 2	Stage 3
<i>Full-time & Residential students (18 and under)</i>	<i>Parent / Guardian sent copy of outcome</i>	<i>Parent / Guardian invited to attend and sent copy of outcome.</i>	<i>Parent / Guardian invited to attend and sent copy of outcome.</i>
<i>Part-time (under 18)</i>	<i>Parent / Guardian sent copy of outcome</i>	<i>Parent / Guardian invited to attend and sent copy of outcome.</i>	<i>Parent / Guardian invited to attend and sent copy of outcome.</i>
<i>School sponsored or link student</i>	<i>Parent / Guardian & School sent copy outcome</i>	<i>Parent / Guardian invited to attend and sent copy of outcome (Inc. School)</i>	<i>Parent / Guardian & School invited to attend and sent copy of outcome</i>
<i>Employer sponsored / Apprentices</i>		<i>Employer invited to attend and sent copy of outcome</i>	<i>Employer invited to attend and sent copy of outcome</i>

Withdrawal:

- **A student has the right to withdraw from a course at any time**

Appendix 2

- ***It may be suggested that a 'voluntary withdrawal' may be in the interests if recurrent breaches in contracts occurs and thus avoid permanent exclusion***